

# F A Q (Frequently Asked Questions)

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## Who is Illinois Correctional Industries?

Illinois Correctional Industries [“ICI”] is a legislatively mandated program by the Illinois General Assembly created to produce products in a manufacturing environment inside Illinois’ correctional centers for the sole purpose of rehabilitating incarcerated offenders. The program’s key metric is to teach incarcerated offenders skills they can use upon release into society where they can gain useful employment and become productive tax paying citizens, and not recidivate back into the penal system. This is achieved through on-the-job instruction through an apprenticeship program from the U.S Department of Labor teaching marketable skills, work/social ethics, and instilling personal responsibility.

## What are the mission, vision, and values of Illinois Correctional Industries as an Illinois Department of Corrections program?

### Mission Statement

It is the mission of the Illinois Correctional Industries to enhance public safety and successful offender reentry to society by providing vocational training to offenders in which they obtain valuable job skills and experience while producing quality products and services, and doing so at no cost to the taxpayers of the State of Illinois.

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### Vision Statement

It is the vision of the Illinois Correctional Industries to be a national leader in the field of corrections based industry programs by being a self –sufficient program that positively impacts offender’s lives, reduces recidivism and provides for a safer Illinois.

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### ICI Values

**Reentry:** We recognize the value of vocational training for offenders in that it assists them in their re-entry into society by increasing their chances of gaining employment therefore reducing the likelihood of re-offending.

**Public Safety:** We improve the security of correctional facilities by providing needed programming to occupy and employ inmates during their incarceration while also reducing recidivism.

**Partnerships:** We build alliances with our customers, vendors and Illinois businesses which allow our quality products and training to evolve with the market place and the needs of our stakeholders.

**Personnel:** We strive to create a team environment which recognizes and respects the commitment of our employees to the offenders we train, the products we make and the State we serve.

**Where does Illinois Correctional Industries receive its statutory authority for sales?**

**Illinois Compiled Statutes (ILCS) UNIFIED CODE OF CORRECTIONS  
Chapter III Department of Corrections: Article 12 Correctional Employment Programs**

**[730 ILCS 5 Unified Code of Corrections](#)**

**What type of products does Illinois Correctional Industries manufacture?**

Illinois Correctional Industries manufactures a variety of products available for sale that range from office furniture and consumable foods to green environmentally friendly products and all types of clothing. Below are quick links to products manufactured by Illinois Correctional Industries:

**Convenient [Quick links](#) to our products webpage**

<a href="#">Furniture</a>	<a href="#">Cleaning Chemicals</a>
<a href="#">Filing &amp; Storage</a>	<a href="#">Offender Clothing</a>
<a href="#">Modular Furniture</a>	<a href="#">Staff Clothing</a>
<a href="#">Chairs and Seating</a>	<a href="#">Bedding and Linen</a>
<a href="#">Fire House Equipment</a>	<a href="#">Road Signs</a>
<a href="#">Outdoor Furniture</a>	<a href="#">Vehicle Decals</a>
<a href="#">Brooms &amp; Brushes</a>	<a href="#">Specialty Items</a>
<a href="#">Floor Care Products</a>	<a href="#">Hand crafted State Seals</a>

**Who is authorized by the Illinois General Assembly to purchase from Illinois Correctional Industries?**

Section 3-12-7 of the Unified Code of Corrections (730 ILCS 5/3-12-7) provides for sales of Illinois Correctional Industries products to:

1. The **State of Illinois, its agencies, political units and other public institutions...**
2. **Political subdivisions** of the State of Illinois and their agencies and **public institutions** – Includes units of **local government** entities such as **counties, municipalities**, etc...
3. Units of the **Federal government** and **units of government in other states...**
4. **Not-for-profit corporations** and organizations **chartered either in Illinois or in other states**
5. On the **open market and other permitted purchasers** – [See FAQ regarding Ashurst-Sumners Act, Title 18 U.S.C. Section 1761 Federal Act]

**Do Illinois state agencies purchase from Illinois Correctional Industries?**

Yes, most all state agencies procure manufactured products from Illinois Correctional Industries as mandated by the Chief Procurement Officer of the State under the latest published CPO notice.

Section 45-30 of the Illinois Procurement Code (30 ILCS 500/45-30) provides the chief procurement officer of the Department of Central Management Services ["CMS"] shall, in consultation with ICI, determine for all State agencies which articles, materials, industry related services, food stuffs, and finished goods that are produced and manufactured by persons confined in institutions and facilities of the Illinois Department of Corrections. Additionally, Section 45-30 requires CMS' Chief Procurement Officer shall develop and distribute to the various purchasing and using State agencies a listing of all ICI products. This is accomplished by a Master List published by the CMS' Chief Procurement Office annually. The procuring agency will purchase product from ICI using one of two methods:

- **CMS Master Contract:** State agencies procure ICI products through the CMS Bureau of Strategic Sourcing (BOSS) utilizing statewide master contracts.
- **Purchase Directly from ICI:** The second method is a direct purchase. Although, it's common for agencies to procure ICI products through the CMS Bureau of Strategic Sourcing (BOSS) utilizing statewide Master Contracts it is allowable for them to procure directly from ICI as well. It is always best for any agency who is actively seeking to purchase from ICI to check with their SPO (State Purchasing Officer) which method of procurement is the best method.

**Does Illinois Correctional Industries monitor whether purchases by Illinois units of local government comply with applicable competitive bidding requirements?**

No. Orders received by Illinois Correctional Industries from units of local government located in Illinois are presumed by ICI to have followed applicable competitive bidding requirements. It is the responsibility of Illinois units of local government purchasing from ICI to access and determine whether applicable bidding requirements have been followed and/or whether the purchase from ICI is subject to competitive bidding.

**Can an individual or for-profit businesses not associated with a governmental entity purchase from Illinois Correctional Industries?**

Yes, but only under certain conditions. Since, the sale is to a private individual or for-profit business and not a governmental entity or agency the buyer is responsible for paying Illinois sales tax and shipping costs for delivery of the product. However, in order for ICI to comply with the provisions of the federal Ashurst-Sumners Act (See FAQ below) such sales are conditioned on established Illinois residency and/or delivery within Illinois and may be limited to non-freight goods unless arrangements can be made relinquishing ICI from liability associated with delivery. **However**, at the present time all such purchases are being limited to anyone or any legally registered Illinois business that possess an Illinois Tax Exempt number.

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## **What is the Ashurst-Sumners Act and how does it apply to Illinois Correctional Industries sales?**

The Ashurst-Sumners Act, Title 18 U.S.C. Section 1761, is a Federal law that makes it unlawful for goods, wares, or merchandise manufactured by incarcerated offenders in the custody of the Illinois Department of Corrections to be transported in interstate commerce; but does not apply to commodities manufactured by ICI for use by units of the Federal government, agencies and public institutions of the State of Illinois and other states, political subdivisions of the State of Illinois and other states, or not-for-profit organizations. Although 730 ILCS 5/3-12-7 authorizes ICI sales “on the open market” compliance with the Ashurst-Sumners Act is required as Federal law is supreme over State law. Therefore, all non-government sales, other than to not-for-profit corporations, are limited to deliveries at an Illinois location. All ICI sales are made with the purchaser’s agreement not to place the goods purchased from ICI into the stream of interstate commerce in violation of the Ashurst-Sumners Act.

## **How can Illinois Correctional Industries products be purchased?**

- Presently, there are two methods by which to purchase ICI products. The first method is to purchase from CMS Open statewide master contracts. The contracts are established through the CMS Bureau of Strategic Sourcing (BOSS). These contracts are established for use by those agencies who wish to procurement product from established contracts that were negotiated for a set time period. The contracts ensure a locked price for the commodity for the length of the contract and its renewal period allowing agencies to budget their costs for these types of commodity purchases.
- The second method is to purchase directly from ICI. This can be accomplished by visiting the ICI website at [www.ici.illinois.gov](http://www.ici.illinois.gov) setting up an online account. Registering an online account is easy. Once the account is established the customer can conveniently shop online utilizing the product catalog and placing product into their online shopping cart. Once you have completed your shopping just follow the check-out steps to place your order for delivery (OFD). Your shopping experience is completed. Another way to shop is to search the online catalog. You can download the OFD form from the “How do I” tab. Type into the form the product information. Complete the Ship to: Bill to: information box, provide an OFD number for tracking, Sign and date the OFD. You can then e-mail the signed form to the ICI Customer Service Center at [ICI@doc.illinois.gov](mailto:ICI@doc.illinois.gov).

## **What does ICI as a program mean to the Illinois tax payer?**

It means offenders who worked for ICI did not return to prison as much as those who remained in general population and did not work in an Illinois Correctional Industry program. We believe this is attributed to marketable learned job skills, improved personal attitudes, and higher self-esteem. These are all necessary critical components to being a positive and productive citizen, therefore a person possessing these components are less likely to commit a crime.

## Do you share my personal data with anyone else?

Illinois Correctional Industries is a state agency that has no affiliation with any commercial entity for the purpose of sharing customer information. Your information will be retained by ICI only for the purpose of serving you better and will not be shared with any other entity.

## How do I log in to the ICI website?

You will not be asked to log in until you have shopped, placed things in your cart, and proceed to the checkout process. Here you will need to create an account on our secure page to complete your order.

## How do I navigate the website?

The left menu area is used to navigate through the pages of the site providing you information about our company.

The screenshot shows the homepage of the Illinois Correctional Industries website. At the top, there is a header with the ICI logo and the text "Illinois Correctional Industries Quality products & service". Below the header is a navigation menu with links: HOME, ABOUT ICI, PRODUCTS, GREEN-FRIENDLY PRODUCTS, MARKETING MATERIALS, HOW DO I?, CONTACT, NEWS. A search bar is located below the menu. The main content area includes a welcome message, a list of links on the left (Welcome From the CEO, Quarterly News and Events, MSDS, Annual Reports, ICI Sign Shop Makes the News, Governor's Intergovernmental Affairs Newsletter, August 2014), a featured section for Outdoor Furniture, and a Login section on the right. The footer contains copyright information: © 2015 Illinois Correctional Industries.

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The main menu bar contains drop down tables of items that will guide you quickly and easily through our online store, green friendly products, marketing material, and how do I guides.



The right side menu area is used for logging into your account and display of your shopping cart purchases.

### If I register on your site, how will my information be used?

We receive and store information you give us so we can better serve you by responding to your requests for information, by customizing shopping for you and for communicating with you. We transfer cookies (alphanumeric identifiers) to your hard drive so we can recognize your browser. These cookies allow us to customize your shopping experience and allow retention of your shopping cart between visits. If you turn off cookies in your computer we will not be able to provide those features.

### What are my order options?

You may place your order online at [www.ici.illinois.gov](http://www.ici.illinois.gov), by sending your request to us via facsimile or email, by mailing in your order, or by calling your Sales Representative. If you prefer, our Sales Representatives will gladly visit your office. ICI does not charge any design fee. Some installation charges may be charged on the type of furniture to be installed.

## Who should you call at ICI concerning.....

- **Product order status, Product Availability, Product Pricing, or Order Delivery ...please call one of our ICI Supply Staff at:**

Phone: 217-735-6026

Fax: 217-735-6032

- **Product Specifications, Product Safety Data Sheets, or Product Quality Issues, please call ICI Customer Service at:**

800-143-2246

## What are my payment options?

Illinois Correctional Industries accepts the following methods of payment.

- Personal Checks
- Money Order
- Warrant Checks
- On-Line Credit Card thru 3<sup>rd</sup> party secure pay (Effective, September-2015)

## Why do I need a CMS signed waiver so I can purchase from another source?

The State Use Law specifically requires all agencies to purchase ICI products and services. Exceptions from the mandatory purchase provisions may be granted when a correctional industries article or product does not meet the reasonable requirements of the requesting state office, department, institution or agency, or when the requisition cannot be fulfilled because of insufficient supply or other reason. No state office, department, institution or agency may evade the requirements of section five of this article, or of this section, making insubstantial variations from the characteristics of correctional industries products or articles. If correctional industries articles or products reasonably meet the actual needs of the office, department, institution or agency, no exception shall be granted under this section.

If your agency believes a price being charged by ICI does not meet the guidelines of the CPO Approved Commodity List, it may request arbitration pursuant to 730 ILCS 5/3-12-9 (c):

## Why does it take so long for my product to be shipped?

Illinois Correctional Industries is primarily a manufacturing organization. We maintain a limited amount of inventory to lessen the wait time and keep costs to minimum, but most of our products are manufactured to meet order demand. Therefore, please allow a minimum of 30 days to receive your order, but of course it is our goal and desires to deliver your product in less than 30 days.

## **How do I register as a Vendor to the State of Illinois?**

To register as a vendor to the State of Illinois visit:

[http://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor\\_Registration.aspx](http://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx)

## **What does ICI as a program mean to the Illinois tax payer?**

Recidivism is one of the most fundamental concepts in criminal justice. It refers to a person's relapse into criminal behavior, often after the person receives sanctions or undergoes intervention for a previous crime. A number of studies examined found that the most important predictors of recidivism among released offenders are employment, age, and formal education. A consistent finding from these studies showed that released offenders were likely to be unemployed following their release from prison due to their inadequate education and job skills. ICI's first priority is to cut recidivism in our state by providing valuable skills and teaching inmate workers the job skills essential to finding gainful employment upon release. Last year ICI provided more than 2 million hours of offender training within our program. The goal of ICI is to reduce recidivism and ultimately to lessen the financial burden on taxpayers.

The Post-Release Employment Project (PREP) evaluated the impact of prison work experience and vocational apprenticeship training on an inmate's behavior following release to the community. The information was gathered for up to 12 years on more than 7,000 inmates. The results demonstrate convincingly that work skills experience and training (prison industries or vocational/apprenticeship programs) have a positive effect on post-release employment and recidivism, increasing the likelihood that inmates will successfully enter back into the community. Post-release employment was stated as the most important predictor of recidivism and to the success of an offender's reentry into the community. Holding a job is an important signal that the individual is moving toward a crime-free life, along with becoming a taxpayer and consumer who helps the local economies grow.

## **How much does Illinois Correctional Industries cost Illinois taxpayers?**

ICI is a self-funded, self-supporting program that uses its revenues to cover its costs such as purchasing raw materials, providing inmate supervision, inmate payroll, transporting and distributing its products, acquiring capital, and supporting the central office. These production activities provide a variety of uses to the state of Illinois; training of inmates who acquire work habits and skills, the supervision of inmates in a secure environment, and the provision of goods and services to the state and its agencies. Each of these services has an economic impact in terms of contributing value added to the state economy.

## **How are offenders selected for the training program?**

While the offenders actually apply with an application and go through an interview process, there are some key points that must be achieved first however. We do not want to diminish the importance of education and the educational offerings within the Department. We will not consider an offender until they receive either a High School diploma or GED certificate for nearly every industry. They must remain discipline free, low escape risk, willing to learn a new trade and work in a team environment.

**Do offender trainees get paid?**

Yes, they receive a stipend with an average compensation of \$1.3/ hour. This program is an occupational skills training where they learn relevant and valuable job skills by producing products and services in our manufacturing and training environments. ICI provides more than 2 million hours of offender training each year within these operations.

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